

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 71-00.B

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Subject:

DATE: 01/14/99

Sunset Review: 01/14/02

Identification Badges, Bullions, Credentials and  
Name Tags

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1. PURPOSE. This directive promulgates the policies and assigns responsibilities concerning the issuance, carrying, and/or wearing of Federal Law Enforcement Training Center (FLETC) identification badges, bullions, credentials, and name tags.
2. SCOPE. The provisions of this directive apply to all persons on FLETC property including visitors and contract personnel.
3. CANCELLATION. FD 71-00.B, Identification Badges/Cards, dated June 8, 1988, is superseded.
4. POLICIES.
  - a. Identification (ID) Badges.

(1) All FLETC and on-site participating organization personnel, students, visiting instructors/officials, and contractor personnel will be issued a FLETC ID Badge bearing their picture. Except as otherwise expressly provided by this Directive, the ID Badge must be worn at all times while on the Center. The badge must be worn right-side up on the front portion of the body between the neck and waistline displaying the picture side of the ID. The badge may be worn utilizing clips, chains, and/or credential holders. The EXCEPTIONS to this requirement will be those person(s) engaged in physical exercise and wearing the issued Physical Techniques Division uniform and any supervised practical exercise scenario where wearing the ID Badge will jeopardize safety. Persons engaged in group physical activities (i.e., scheduled physical training) in the presence of FLETC or PO instructional staff, are not required to have their FLETC ID Badges in their immediate possession. However, students or staff engaged in unscheduled (i.e., before work, during lunch, or after work) individual physical training outside of the Physical Techniques Building must carry their FLETC ID Badges with them, readily available for presentation upon request.

(2) Staff, students, and contractors who misplace or forget their issued ID Badge will have to obtain either a Staff, Student, or Visitor Temporary Day Badge from the Security Police to gain entrance to the FLETC.

(3) Lost staff or student ID Badges will be replaced by Registration once notification has been made to the FLETC Security office.

(4) Contractor and construction ID Badges will have an expiration date in conjunction with the company name and subcontractor if applicable. Contractor and construction personnel who have lost their issued ID Badge will be denied access.

(5) Credit Union ID Badges will be issued on a daily basis to allow members access to the Credit Union only. Upon presenting their Glynn County Federal Employees Credit Union membership card and a valid state driver's license or picture ID, the customer will be issued a Temporary Visitor Vehicle Pass in conjunction with a numbered Credit Union ID Badge, which must be worn as described in Section 4a(1). Both the Credit Union Badge and the Temporary Visitor Vehicle Pass will be returned to the security officer at the front gate upon exiting the Center.

(6) Personnel who are associated with the FLETC through one of the following agencies/contractors will have their ID's issued by the FLETC Security office. This includes the FLETC Recreation Association employees, Georgia Co-Op for the Blind personnel, Child Care Center staff and parents, inmates, and frequent visitors. Frequent visitors are defined as personnel who have a legitimate need to access the FLETC 3 - 5 times a week. As stated in Section 4a(1) of this directive, all individuals are required to wear/display an approved FLETC ID Badge while on the Center.

b. Bullions. FLETC bullions which reflect the individual's name and title will be obtained for those staff members who have contact with students or who function in an advisory or supervisory capacity, as well as for those individuals who represent the FLETC at public, professional, or official functions. Individuals whose position requires the wearing of a FLETC bullion should submit a Purchase Requisition, FTC-ADM-1A, through their immediate supervisor and Division Chief to the Procurement Division (PRO). Requests must reflect the name and position identification as it is to appear on the bullion. Office or division titles are not to be included on instructor bullion inscriptions. Requests must be approved by the appropriate Division Chief prior to submission to the Procurement Division. Replacement bullions may be approved on a case-by-case basis. Agency specific bullions may be requested by participating organization staff members on a reimbursable basis in accordance with FD 33-01.D, Reimbursable Agreements. When bullions are worn, the FLETC ID Badge must still be displayed as required by Section 4a(1).

c. Credentials. FLETC credentials for identification purposes will be issued by the Personnel Division (PER) when approved by the Director. This is generally for employees at the GS-11 level and above who represent the FLETC at professional or official functions (e.g., management official, division chief, instructor). Individuals may request credentials by submitting a memorandum through their immediate supervisor and Office Director to PER. Requests from employees who do not hold positions specifically authorized may be approved on a case-by-case basis by the Director. When credentials are carried, the FLETC ID Badge still must be displayed as required by Section 4a(1).

d. Name Tags. Name tags will be issued by the Property Management Division (PMD) upon receipt of a Purchase Requisition approved by the appropriate Division Chief. PMD will issue a 1" x 3" pin type name tag which will reflect name only. When name tags are worn, the FLETC ID Badge must still be displayed as required by Section 4a(1).

## 5. RESPONSIBILITIES/PROCESS.

a. The following offices are responsible for arranging with Registration for the issuance of ID Badges to all students, staff, visiting instructors/officials, and contract personnel.

<u>ID CATEGORY</u>	<u>RESPONSIBILITY</u>	<u>PROCESS</u>
FLETC Staff & Retired Staff FLETC Seal (Black Stripe)	FLETC Security Office	E-Mail is sent to Registration to issue new ID Badge.
Staff (Resident Participating Organization Staff) and Detailed Staff ( 30 days or longer) FLETC Seal (Black Stripe)	FLETC Security Office	E-Mail is sent to Registration to issue ID Badge.
Students living on/off Center entitled to all meals. (Green Stripe)	Scheduling and Allocation Division Staff	Badge issued upon arrival by Registration.
Students living on/off Center not entitled to any meals. (Yellow Stripe)	Scheduling and Allocation Division Staff	Badge issued upon arrival by Registration.

Students living off Center entitled to meals on training days only. (Red Stripe)	Scheduling and Allocation Division Staff	Badge issued upon arrival by Registration.
<u>ID CATEGORY</u>	<u>RESPONSIBILITY</u>	<u>PROCESS</u>
Visiting Instructors/Officials 2 thru 30 days (Black Stripe FLETC Seal)	FLETC Security Office	Badges issued by Registration upon receipt of FTC-SSE-10
Contractors, Construction Personnel	FLETC Security Office	Badges will be issued by Registration upon receipt of FTC-SSE-9.
YWCA, FLETC Recreation Association, Georgia Co-Op for the Blind, Child Care Parents, Inmates, and Frequent Visitors	FLETC Security Office	Badges will be issued by Registration upon receipt of FTC-SSE-10.

b. Any individual visiting the FLETC for one day or less will be issued a Temporary Day Badge. FLETC and agency personnel will provide prior notification of expected guests/visitors to the FLETC Security Office in order to avoid unnecessary delays in admittance.

c. The Registration office will provide FLETC Security and PER with access to computer files indicating all identification badges issued to include staff, students, contractors, and construction personnel. In order to avoid duplication of issue, Registration will maintain a file of IDs issued to visiting instructors/officials who visit the Center.

d. As stated in Section 4a(1) of this directive, all individuals are required to wear/display an approved FLETC ID Badge while on the Center. It is the responsibility of each and every FLETC employee to ensure they are in personal compliance with this directive. Adherence to this directive will help ensure the safety and security of all individuals within the FLETC.

6. OFFICE OF PRIMARY INTEREST. FLETC Security, Office of Training.

W. Ralph Basham  
Director